

JULY BOARD MEETING



HENRY-MARTINSVILLE SOCIAL SERVICES BOARD
AGENDA
July 28th, 2025

- * **Call to Order**
- * **Roll Call**

I. Approval of Minutes

II. Approval and/or Changes/Additions to Agenda

III. Reports of Committees

- A. By-Laws Committee

IV. Review and Approval of Administrative Bills and Expenditures

- A. Monthly Bills and Expenditures

V. Old Business

- A. Office Occupancy Analysis

VI. New Business

- A. Appoint Members to Standing Committees – Budget and By-Laws Committees
- B. HMDSS Employee Handbook Chapter 3 Section 3.5 Requested Revision

VII. Reports

Benefits

- A. Benefit Statistics
- B. Benefit Programs Unit Overview
- C. SNAP Participation Report
- D. VIEW Report

- E. Employment Services & Benefits Trends
- F. Fraud Report

Services

- A. Service Statistics
- B. Emergency Services Report
- C. FC Placement Chart

Others

- A. Reception Log Report
- B. DSS Check-In – Wait Time Report

VIII. General Information

IX. Board Comments

X. Public Comments

XI. Closed Session per Code of Virginia 2.2-3711 (A) (1)

- A. Cases
- B. Personnel

XII. Adjournment

MINUTES

MINUTES

A. June 2025 Minutes

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CALL TO ORDER: The meeting was called to order by Kennedy.

ROLL CALL: **Director** Amy Rice called the roll. There were eight (8) board members in attendance: Paul Kennedy, Sarah Taylor, Andrea Robertson, Dr. Holland, Richard Harris, and Ricky Walker. We are one member short of a full Board. Others present: Director Amy Rice, Assistant Director of Services April Evans, Assistant Director of Benefits Lisa Thompson, Fiscal Assistant Supervisor Shamera Hairston, Agency Attorney George Lyle and Administrative Programs Assistant Randall Taylor.

APPROVAL OF MINUTES: Motion by Dr. Holland, seconded by Kennedy, to approve the minutes of the April 2025 board meeting. Vote – Unanimous.

There was no May meeting due to unexpected complications from building renovations.

REPORTS OF COMMITTEES:

The by-laws were reviewed, there is a 30-day window to approve the changes for review at the July meeting. This process occurs once per year. The biggest change was the creation of an exception regarding allowing quorum when a temporary or permanent disability, or medical condition of a board member prevents attendance. This extends to medical conditions of a family member that may prevent board attendance. If a board member can attend via remote methods in these situations this can establish a quorum for conducting the board meeting.

REVIEW AND APPROVAL OF ADMINISTRATIVE BILLS AND EXPENDITURES:

Fiscal Assistant Supervisor Shamera Hairston reviewed the Bills and Expenditures for the month ending April 30th, 2025, stating we have spent 79% of allocations for report #1 and 64% for report #2. There were three adjustments for the month of April: \$3,600 to budget line 855 for 12 Family Partnership meetings, \$250 for budget line 855 for 1 Relative Kin Placement, and a transfer of \$5000 from the county to the city for budget line 804 for Auxiliary Grants. We had total net expenditures of \$786,253.72 for the month of April.

For the month ending May 31st, we have spent 86% of allocations for report #1 and 71% for report #2. There were 4 adjustments for the month of May: Transfer of \$11,277 from City to County for budget line 811 for Foster Care, \$62,657 for county for budget line 812 for Adoption Subsidy, \$166 for the city for budget line 812 for Adoption Subsidy, and \$108 for the county for budget line 817 for Special Needs Adoption. We had total net expenditures for the month of May \$880,515.75.

Motion by Harris, seconded by Dr. Holland, to pay the bills. Vote – Unanimous.

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OLD BUSINESS:

A. Office Occupancy Analysis:

Amy Rice reviewed the amount of staff in office, reporting we have 63 staff Monday, 67 Staff Tuesday, 60 Staff Wednesday, 60 Staff Thursday, and 61 Staff Friday. These numbers do not include Executive Leadership, Emergency Staff, or vacant positions.

Telework options are determined by Employee Performance Plan and Evaluation (EPPE), and each EPPE has weighted measures based upon responsibilities. There are 44 positions that require supervisory permission to telework, those positions have the option of requesting two telework days per month with documented projects or job responsibilities.

A Description was provided of the Human Services Assistant position that showed the need for face-to-face client contact. Other positions have more flexibility for remote work as not all duties require face-to-face client contact. Descriptions were provided of the Benefit Program Specialist position showing duties that do not require face-to-face client contact. Workers that are working remotely still have to work the same total hours per week and maintain availability during scheduled work hours.

It was discussed that this impacts recruitment and retention and could be impacted if state requirements change regarding the availability of telework options.

B. Companion Services Policy

The Companion Services Plan was presented for approval by the board, this requires approval every 5 years. The Companion Services are used to help maintain independence of elderly or disabled individuals by having a service provider assist them in their home. Providers are limited to 15 hours per week or 65 per month.

Motion by Dr. Holland, seconded by Robertson, to approve the plan. Vote – Unanimous.

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NEW BUSINESS:

A. Janitorial RFP

Sarver Cleaning Services responded to the most recent RFP for janitorial services as prior contract with TCM was coming to an end. Sarver's proposal included additional services compared to the current vendor to include an additional cleaning per year. The panel included Fiscal Assistant Supervisor Shamera Hairston, Administrative Service Manager Susanna Lawrence, and Office Supervisor Kim King.

Motion by Walker, seconded by Dr Holland, to approve Sarver "Proposal for Janitorial Services". Vote – Unanimous.

B. Board Officer Elections

Current Chair Odachowski and Vice-Chair Kennedy have served 2 years consecutively and are no longer eligible for reelection for the same board officer position until an intervening 1-year period has passed. Kennedy was nominated for Chair, Dr. Holland for Vice-Chair, and Harris for Second Vice-Chair.

Motion by Robertson, seconded by Taylor, to approve nominations- Vote – Unanimous.

REPORTS:

Benefits – Reviewed by Assistant Director of Benefits Lisa Thompson to include the following statistics for May 2025:

The May 2025 Childcare compliance rate was 80%; the Medicaid compliance rate was 96.5%; the SNAP compliance rate was 97.7% with SNAP issuance for the month of March 2025 at \$2,262,191; and the TANF compliance rate was 100.0%.

The May 2025 Benefit Programs Unit Overview included Intake Unit currently has 10% vacancy rate, with 2 members in the training unit. Ongoing consists of 2 units, and currently there are 8 vacancies for a 33% vacancy rate with 5 members in the training unit. Specialty Unit currently has 30% vacancy rate. Employment Services Unit has a 10% vacancy rate. There are currently applications being reviewed to continue filling vacancies.

The May 2025 VIEW Participant Profile report reflected 74 VIEW and VIEW Transitional participants.

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Reports Continued:

The May 2025 Employment Services report reflected 378 Day Care cases with 0 on city waitlist; 74 VIEW cases; and 14 SNAPET cases. There is currently a waiting list for Day Care services. The May 2025 Benefit Programs report reflected 23,829 Medicaid cases; 14,071 SNAP cases; and 377 TANF cases.

The May 2025 Fraud report reflected \$510 in cost savings of finalized investigations; and \$2,272.19 in recoupment, with cash payments of \$2,866.93, and Restoration offset of \$491.46 for total of \$5,630.58 in agency restitution.

Services – Reviewed by Assistant Director of Services April Evans to include the following statistics for May 2025:

Foster Care Unit: Number of Children in Foster Care – 84; Monthly Foster Care Visits Required – 85%; Monthly Foster Care Visits in Residence – 61%; Congregate Care Placements – 13 at 19%; Kinship Fictive Placements - 11%, Approved Foster Homes – 18 homes; and the Foster Care Vacancy Rate is 38% with 3 vacancies.

Child Protective Services Unit: Total CPS Complaints – 65; CPS Investigations/Family Assessments (Valid) – 24; CFSR Timeliness of First Contact with Victim – 21 at 88%; CPS Referrals Closed Before Due Date – 3 at 11%; and the CPS Vacancy Rate is 33% with 3 vacancies.

Family Preservation Unit: Family Preservation Cases – 39; In Home Case Contacts Made – 45 at 87%; Family Support Case Contacts Made – 54 at 50%; Current Service Plans – 9 at 75%; and the Family Preservation Vacancy Rate is 10% with 1 vacancy.

Adult Protective Services Unit: APS Valid Complaints – 39; APS Invalid Complaints – 3; Timeliness of Investigation Initiation – 36 at 100%; Timeliness of Disposition – 35 at 97%; Ongoing APS Monthly Contact Compliance – 0 at 100%, there are no ongoing cases at this time; and the Adult Services Unit remains fully staffed.

Purchased Services: Adult Services/Companion – 1 case; VIEW Purchased – 29 cases; SNAPET Purchased – 2 cases; Adult Protective Services – 0, and Family Preservation – 32 cases; for a total of 64 Purchased Services.

Emergency Intake Report: There were 23 clients seen for the City of Martinsville with a total of \$2,207.28 in expenditure leaving a balance of \$6,593.39. There were 12 clients seen for Henry County with a total of \$0 in expenditures, leaving a balance of \$11,938.98.

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Other Reports – Reviewed by Fiscal Assistant Supervisor Shamera Hairston to include the following statistics for May 2025:

Reception Log Report – For the month of May 2025, we had 2044 visitors in the agency for an average of 108 per day; we received 3,777 incoming phone calls; and we issued 243 EBT cards.

DSS Check-In Wait Time Report – For the month of May 2025, the average wait time was 5.67 minutes.

GENERAL INFORMATION – There was no “General Information” to report.

BOARD COMMENTS – Dr. Holland inquired on how often EBT cards must be reissued. The EBT card only needs to be replaced in cases of loss, fraud, or theft. There have been increased reports of card skimming that increased number of cards issued.

PUBLIC COMMENTS – There were no “Public Comments” this month.

CLOSED SESSION:

Motion by Dr. Holland, seconded by Harris, to adjourn to Closed Session per Code of Virginia 2.2-3711 (A) (1) for purpose of discussing Personnel Matters. Vote – Unanimous.

Motion by Taylor, seconded by Walker, to reconvene in General Session. Vote – Unanimous.

CERTIFICATION OF CLOSED SESSION: WHEREAS, The Henry-Martinsville Board of Social Services has convened in the closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provision of the Virginia Freedom of Information Act, and **WHEREAS**, 2.2-3711 (A) (1) of the Code of Virginia required certification by the Henry-Martinsville Department of Social Services that such a closed meeting was conducted in conformity with Virginia Law. **NOW THEREFORE BE IT RESOLVED** that to the best of each member’s knowledge; (i) only public business matters lawfully exempt from open meeting requirements by Virginia Law were discussed in the closed meeting to which this certification resolution applies and (ii) only such business matters were identified in the motion convening the closed meeting were heard, discussed, or considered by The Henry-Martinsville Board of Social Services.

ADJOURNMENT:

The meeting adjourned at 4:20 p.m.

Paul Kennedy, Board Chair

Randall Taylor, Recorder

Amy W. Rice, Director

REPORTS OF COMMITTEES

Reports of Committees

A. By-Laws Committee



By-laws of Henry-Martinsville Board of Social Services

Article I Name and Location

- Section 1. The name of this organization shall be Henry-Martinsville Board of Social Services, hereinafter referred to as the Board.
- Section 2. The principal office of this Board shall be on the site of the Henry-Martinsville Social Services Department.

Article II Purposes

This Board is subject to the rules and regulations of the Virginia Board of Social Services and the social services laws, related statutes, and supplements of the Code of Virginia, and shall perform all actions in keeping with these same rules and regulations, laws, statutes, and supplements.

- Section 1. To advance fair and efficient social services for Henry County and Martinsville with the objectives of assisting and protecting our clientele.
- Section 2. To complement and improve the social fabric of our community by guiding prompt, efficient, and adequate client financial services (benefits programs) with a focus toward client self-sufficiency; and client essential needs (service programs) designed to protect and support, with a focus toward client well-being.



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- Section 3. To take a positive interest in and provide cooperation with our community in all matters pertaining to the social welfare of our community.
- Section 4. To promote cooperation and communication among: department personnel; local, regional, and state levels of social services; and public, private, and governmental organizations.
- Section 5. To propose and support legislation at appropriate governmental levels which will enhance social services for and promote the general welfare of Henry County and Martinsville.
- Section 6. To prepare, approve, submit, and defend an annual budget, which shall be reported to local governing bodies and the state as required. 63.2-205
- Section 7. To appoint the Director of Henry-Martinsville Social Services, assure acceptable performance standards of the Director, and evaluate the Director's performance annually.
- Section 8. To be dedicated to, supportive of, and ultimately responsible for an effective and equitable Equal Employment Opportunity/Affirmative Action Plan for Henry-Martinsville Department of Social Services.
- Section 9. To provide social services for Henry County and Martinsville which, in all Board actions, recognize client needs, foster client self-reliance, and promote the general welfare of our community while acknowledging without bias cultural variables.



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Article III Board Membership

- Section 1. Membership of the Board shall consist of nine (9) persons, six of whom shall be appointed by the Henry County Board of Supervisors (local governing body) and three (3) of whom shall be appointed by the Martinsville City Council (local governing body).
- Section 2. Appointments to the Board by the local governing bodies shall be for four-year terms, each four-year term constituting a full term of office except appointments to fill a vacancy, which shall be for the unexpired term. 63.2-301
- Section 3. A member who serves two consecutive terms shall be ineligible for reappointment until the end of an intervening two-year period dating from the expiration of the last two consecutive term. 63.2-301 All appointments, except those to fill a vacancy created other than by expiration of a term, shall be deemed a full term of office. 63.2-306
- Section 4. A member of the Henry County Board of Supervisors may be a member of the Board. A member of the Martinsville City Council may be a member of the Board. When such person ceases to be a member of the appointing body, that person shall also cease to be a member of the Board. 63.2-306
- Section 5. A member shall not enter upon the discharge of duties until: notified in writing by the governing body of member's appointment; member signs an agreement of confidentiality (Appendix C) which shall be kept on file at the agency; member



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takes oath of office administered by Clerk of Court of member's jurisdiction.

- Section 6. Within two weeks of member's appointment or reappointment, Director or Director's designee shall provide a copy of the Virginia Freedom of Information Act (FOIA). Member is obligated to read and become familiar with the FOIA before discharging any member duties.
- Section 7. A member who resigns before completing a term of office shall submit a written resignation to the Executive Committee of the Board and the Chair of the local appointing body.
- Section 8. Any member of the Board may be suspended or removed for cause by the State Board of Social Services or the local appointing body. 63.2-308
- Section 9. Each member shall have one vote. Voting may not be done by proxy.

Article IV Officers of the Board

- Section 1. The Officers of the Board shall be selected annually by the members of the Board from the Board membership at the regularly scheduled meeting of the Board each June. This meeting shall be designated as the Board's annual reorganization meeting.
- Section 2. The Officers of the Board shall be the Chairperson, Vice-Chairperson and Second Vice-Chairperson.



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- Section 3. The Officers of the Board shall constitute the Executive Committee.
- Section 4. The term for all Officers of the Board shall be one (1) year.
- Section 5. The Chairperson and Vice-Chairperson shall serve no more than two (2) consecutive terms in the same office.
- Section 6. A Chairperson, Vice-Chairperson or Second Vice-Chairperson who serves two (2) consecutive one (1) year terms shall be ineligible for reelection to the same Board Officer position until the end of an intervening one-year (1-year) period.
- Section 7. Should a vacancy in the Chairperson office occur, The Vice-Chairperson shall become Chairperson of the Board and complete that term of office. The completion of such unexpired term shall not be counted against election for full consecutive terms of office.
- Section 8. Vacancies in the offices of the Vice-Chairperson and Second Vice-Chairperson shall be filled by the membership at the next regularly scheduled Board meeting.
- Section 9. The Chairperson of the Board shall:
- chair all Board meetings, develop the agenda of each Board meeting in consultation with Director,
 - guide and mediate all Board actions with respect to organizational
 - priorities and governance concerns, perform other duties as requested by the Board, and in all duties be accountable to the Board,



By-laws of Henry-Martinsville Board of Social Services

oversee and note the separate duties of the Board and department's Director;

monitor finances, budget, and all financial reports;

monitor Board members' attendance as per Article VII – Meetings, Section 2 and 3 of these by-laws;

have the right to informally evaluate the effectiveness of the Board as a unit or of individual Board members;

appoint standing and ad hoc committee members in consultation with the Executive Committee pursuant to subsequent Board approval and serve as an ex officio member of all committees.

Section 10. The Vice-Chairperson of the Board shall report to the Chairperson, perform the responsibilities of the Chairperson when the Chairperson cannot be available, perform duties as requested by the Chairperson, and perform other responsibilities as requested by the Board.

Section 11. The Second Vice-Chairperson shall perform duties as requested by the Chairperson.

Section 12. The Director of the Agency, though not a member of the Board, shall serve as the Secretary of the Board, attend all Board meetings, Executive Committee meetings and other Committee meetings as requested by the Chairperson unless otherwise advised by the Chairperson, and the Secretary of the Board shall:
63.2-332



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be responsible for all Board Committee meeting minutes, ensure their distribution in a timely manner as required, be custodian of all minutes, records and reports and assure their effective management, and oversee distribution of the necessary documents and materials prior to the meeting during which same are to be reviewed by the Board;

with the Chairperson's input and advice, develop and present an annual training/orientation for the Board, at a date and time selected by the Executive Committee, and approved by the Board;

in compliance with Virginia Freedom of Information Act, post proper notices of all meetings, regular, special, and committee;

be sufficiently familiar with Virginia Department of Social Services laws, statutes, Virginia Freedom of Information Act, and these by-laws to note applicability during meetings.

Article V Executive Committee

Section 1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson and a Second Vice-Chairperson who shall be elected by the Board during the June meeting. ~~by the Board during the June meeting.~~

Section 2. The Executive Committee shall prepare recommendations for presentation to the membership of the Board.



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- Section 3. The Executive Committee shall act in emergencies between Board meetings.
- Section 4. The Virginia Department of Social Services provides local board member training. The training occurs within the first 90 days of appointment and every four years thereafter. Subject matter experts will provide training on Social Services programs throughout the year. 63.2-312 At least one such meeting a year shall be an orientation and training session for local board members.
- Section 5. The Executive Committee shall monitor Board members' attendance as per Article VII – Meetings, Sections 2 and 3 of these by-laws.
- Section 6. The Executive Committee shall, immediately after the June installment of officers, appoint members to all standing committees and shall advise the Board at the next regularly scheduled Board meeting of members' committee designations.

Article VI Committees

- Section 1. Committees may be created from time to time by the Board. Committees shall be constructed as standing or special (ad hoc) ones.
- Section 2. Members of each committee shall be recommended by the Executive Committee, subject to subsequent approval of the Board.



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- Section 3. Standing Committees are those representing activities which are permanent. They include the Executive, ~~and~~ Budget and By-Laws Committees.
- Section 4. A special (ad hoc) committee shall be assigned specific tasks to be accomplished, reported, and shall then be dissolved upon completion of the charge(s).
- Section 5. Committee meetings require written minutes, even if no formal action occurs. Minutes shall be forwarded in a timely manner to the Secretary of the Board under the requirements of the Virginia Freedom of Information Act.
- Section 6. Committees must give notice of every meeting to the Secretary of the Board in compliance with the requirements of the Virginia Freedom of Information Act.
- Section 7. Committees shall be allowed to use electronic mail (e-mail) in accordance with Article VII, Meetings, Sections 16 and 17 of these by-laws.

Article VII Meetings

- Section 1. Monthly meetings of the Board shall be held on the fourth Monday at the Henry-Martinsville Department of Social Services at a time affirmed by the Board at a prior meeting.
- (i) Remote Participation for In-Person Meeting.

Members may attend and participate in meetings from a remote location by telephone or other audio or video means, provided such attendance complies with the provisions of VA Code Sec. 2.2-3708.2,



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as amended from time to time, and subject to the following requirements:

- (1) On or before the day of a meeting, (A) the requesting member shall notify the Chairperson that the member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance.
- (2) On or before the day of a meeting, (A) the requesting member shall notify the Chairperson that the member is unable to attend the meeting due to an emergency or a personal matter and the member identifies with specificity the nature of the emergency or personal matter, or (B) the member shall notify the Chairperson that the member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
- (3) The Board shall record in its minutes (A) the disability or other medical condition, or the specific nature of the emergency or personal matter that prevents the member's attendance; and (B) the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Board's minutes.
- (4) Such participation by the absent member shall be limited in each calendar year to two meetings or 25 percent of the meetings of the Board, whichever is fewer.



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- (5) A quorum of the Board must be physically assembled at the primary or central meeting location unless the following exceptions apply.
- Code 2.2-3708.3 B. 1 1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a person with a disability as defined in § 51.5-40.1 and uses remote participation counts toward the quorum as if the individual was physically present;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance, or the member is a caregiver who must provide care for a person with a disability at the time the public meeting is being held thereby preventing the member's physical attendance. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the individual was physically present;
- (6) The Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the primary or central meeting location, and the absent member must be present for all of the meeting until adjourned.
- (ii) All-Virtual Meetings
The Board may elect to hold an all-virtual meeting in accordance with VA Code Sec. 2.2-3708.3 and subject to the following requirements:

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- (1) That the Board unanimously approve an all-virtual meeting by consent of each member in writing via electronic mail to the Director and Chairperson no less than one week prior to the scheduled meeting. Any member may initiate a request for an all-virtual meeting by electronic mail to all members of the Board and the Director no less than two weeks prior to the scheduled meeting, and such request shall include the date and time of the meeting and method of electronic communication requested.
- (2) Prior to final approval of the all-virtual meeting, the Director shall certify to the Board that audio or audio-visual technology is available to accommodate the all-virtual meeting with all requirements for such a meeting being met. If audio or audio-visual technology is not available to accommodate such a meeting, the meeting shall be held in-person as scheduled.
- (3) Upon approval of an all-virtual public meeting, the required meeting notice along with a statement notifying the public that the meeting shall be all-virtual shall be posted and given in accordance with the provisions of § 2.2-3707.
- (4) Public access to the all-virtual public meeting shall be provided via notification of the means of communication and log-in or call-in information in the public notice.
- (5) The means of communication used for the meeting shall allow the members and the public to hear the members of the Board and any participants in the meeting, and if audio-visual technology is used, to see members and participants as well.
- (6) A phone number or other live contact information shall be provided to the members of the Board and participants in



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advance of the meeting to be used in the event that audio or audio-visual transmission of the meeting fails. The public shall be notified of such backup contact information in the public notice.

- (7) Public comment shall be afforded through electronic means, including by way of written comment to be read to the Board during the meeting.
- (8) No more than two members of the Board shall be together at the same physical location during the all-virtual meeting.
- (9) If a closed session is held during the meeting, transmission of the meeting to the public may be cut off but must resume before the Board votes to certify the closed meeting as required by subsection D of VA Code Sec. 2.2-3712.
- (10) The Board shall not convene an all-virtual meeting for consecutive meetings and shall not convene an all-virtual meeting more than twenty-five percent (25%) of its scheduled meetings per calendar year.
- (11) Minutes of all-virtual meetings shall be taken as is customary under VA Code Sec. 2.2-3707, and such minutes shall include the fact that the meeting was held by electronic means and the type of electronic communication used.
- (12) Any Board committee or subcommittee, whether standing or ad hoc, may use the individual remote participation and all-virtual public meetings pursuant to the requirements of VA Code Sec. 2.2-3707.



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- Section 2. Any member who is unable to attend a scheduled meeting shall notify the Chairperson of the Board, an officer of the Board, or the Director of the agency. Absent members shall be listed as “absent” in the minutes of the meeting. Those members who fail to make notification prior to the meeting shall be listed as “absent – no notification” in the minutes of the meeting.
- Section 3. Three consecutive “no notification” absences by a member shall be considered excessive absenteeism. The Chairperson shall address the absenteeism with the member. If necessary, the Chairperson shall notify the county administrator or city manager.
- Section 4. In lieu of the regularly scheduled monthly meeting, the Board, by affirmation of the body at a prior meeting, may set other dates for meeting.
- Section 5. The Chairperson of the Board or five (5) members of the Board have the right to call Special meetings.
- Section 6. The regularly scheduled April meeting of the Board shall be the annual performance evaluation meeting where the Director’s evaluation, if applicable, shall be presented. Director’s evaluation is due yearly by April 30th. A probationary Director’s evaluation is due at the 11th month of hire.
- Section 7. Chairpersons of committees have the right to establish regular committee meetings or to call for Special committee meetings.

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- Section 8. A majority of the members of the Board shall constitute a quorum.
- Section 9. A quorum for the Executive Committee shall be two (2) members present.
- Section 10. The Executive Committee shall meet as determined by the Chairperson of the Board or at the request of two (2) members of the Executive Committee.
- Section 11. For all regular or called Committee Meetings, a quorum shall be a majority of the Committee members.
- Section 12. If no quorum is present at any regular Board meeting or called Board meeting, regular Committee meeting or called Committee meeting, or any Executive Committee meeting, no official action may be taken.
- Section 13. Any Committee or Subcommittee whether standing or ad hoc created by the Board becomes itself a public body and thus subject to the requirements of the Virginia Freedom of Information Act.
- Section 14. Any gathering of more than two (2) Board members if the members discuss the business of the Board, and any gathering of two (2) Committee members, shall constitute a meeting as defined by the Virginia Freedom of Information Act.
- Section 15. Electronic mail (hereinafter e-mail) shall be used only as a method of correspondence between one Board member (hereinafter "Sender") and one other Board member (hereinafter "Recipient.") Such e-mail is correspondence as defined by the FOIA and the Public Records Act



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(PRA). Sender shall be responsible for printing one hard copy to be delivered to the Secretary of the Board at the next scheduled meeting. All such hard copies shall be maintained as required by the FOIA and the PRA.

Section 16. E-mail may be used between one Sender and two or more Recipients for the purpose of Sender asking clarification of or ascertaining positions of Recipients on public business. Recipients shall respond only to Sender; thus, such e-mail is correspondence as defined by the FOIA. Recipients may not choose “respond/reply to all” in an e-mail program; such response constitutes a meeting as defined by FOIA and shall not be allowed. Sender shall be responsible for printing one hard copy to be delivered to the Secretary of the Board at the next scheduled meeting. All such hard copies shall be maintained as required by the FOIA and the PRA.

Section 17. The HMDSS Board will allow public speakers at monthly board meetings with the stipulations that they notify HMDSS at least seven (7) days prior to the board meeting, and their allotted speaking time should not exceed five (5) minutes.

Article VIII Agenda

Section 1. A copy of the agenda for each Board meeting, along with supporting documentation and pertinent background information for items listed on the agenda, shall be provided to Board members and counsel representing the Board.



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- Section 2. To be listed on a Board agenda, any item must be in the hands of the Director at least seven days prior to the meeting at which it is to be discussed.
- Section 3. Any change in a submitted agenda shall require Board approval at the meeting as the first order of business after approval of the minutes.
- Section 4. At least one copy of all agenda packets and supporting materials distributed to members must be made available for public inspection at the time they are distributed. This requirement covers all supporting documents distributed to members with the agenda unless an exemption is properly invoked in accordance with the Virginia Freedom of Information Act.

Article IX

Compensation of Board Members 63.2-310

- Section 1. Members shall be paid a monthly compensation at an amount determined by the local governing bodies from non-reimbursable administrative monies. Such compensation shall be paid through automatic deposit to members who attend the monthly Board meeting.
- Section 2. The Chairperson may be paid an additional amount each month while serving in that capacity.
- Section 3. Members of the Board shall be compensated at the then current rate until such time as the Member resigns or said Member's term expires.
- Section 4. Members shall be reimbursed for all mileage in the conduct of official business of the Board at a rate specified by the governing



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bodies. Member's home shall be utilized as a base for mileage reimbursement purposes.

- Section 5. Member expenses for meals and lodging as approved by the Board shall be paid directly or reimbursed to the member in the conduct of official Board of Agency business outside the service area of the Board.
- Section 6. Any other expenses incurred by a member shall require specific action by the Board before payment or reimbursement may be allowed.

Article X Parliamentary Authority

- Section 1. Robert's Rules of Order, Newly Revised as described in Appendix A shall be the parliamentary authority, when they are not inconsistent with these by-laws.
- Section 2. The agenda of all regularly scheduled Board meetings shall be as listed in Appendix B.

Article XI Amendments

- Section 1. These by-laws may be amended at any regularly scheduled or special called meeting of the Board by a two-thirds majority of the membership present, subject to a quorum of members being



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present, provided the amendment(s) have been submitted to the Executive Committee for review thirty (30) days prior to the meeting date. One copy of the proposed amendment(s) shall be sent by the Executive Committee to each member seven (7) days in advance of said meeting.

- Section 2. The chairperson shall annually call for a review of these by-laws at the first meeting of the calendar year by presenting to the full Board an Ad Hoc Committee selected by the Executive Committee. At least one member of this Committee shall be a member of the Executive Committee.

Appendix A

PARLIAMENTARY AUTHORITY

Basic Rules of Order

I. How Motions are Made

A. Members address the chair as “Mr. Chairman” or “Madam Chairman.” No members should speak unless recognized by the chairperson.

B. Here is an example of a motion: Mr. Chairman, I move that we cancel this meeting and go out for pizza.” Another member is recognized and seconds the motion by saying, simply, “I second the motion.” No motion can be considered until it is seconded.

C. The chairperson restates the motion or says, “A motion has been made and seconded that we cancel this meeting and go out for pizza. Is there any discussion?”

D. The chairperson may speak on a motion provided he/she temporarily leaves the chair for this purpose. If this happens, the chair should ask another officer to take the chair for this period.



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II. Amendments or Substitute Motions

A. During debate, the motion may be unclear or lack general acceptance by the group. At this time, the group can amend the motion or offer a substitute motion. (Either may be offered at any time after the motion has been seconded and before the vote is taken).

B. An amendment should be stated clearly. The section of the motion to which it applies should be identified. (Amendments are made to change a motion or include more specific information). For example: "I move that we amend the motion to go for Chinese food instead of pizza, so that it reads... we cancel the meeting and go out for Chinese food." Amendments may add, subtract, or substitute words. Amendments must closely relate to the subject of the motion and should not introduce a new subject or be contrary to the motion. Amendments must be seconded.

C. Vote – votes should be taken on the amendment (after it is seconded) and then on the main motion. For example, the chairperson may say, "All those in favor of the amendment which changes the motion to Chinese food, indicate by the usual sign." If an amendment is defeated, another amendment may be made.

D. A substitute motion can be amended just as though it was the original motion.

E. An amendment to an amendment can only be made once and requires a second. (It would be more helpful to offer a substitute motion when the point is reached where amendments are being offered to amendments). After an amendment is seconded, the discussion must take place on the amendment to the amendment. Amendments to amendments, and amendments to the motion must be debated and voted upon step by step in that order. (There cannot be two separate amendments to a motion at one time.) Remember, if there are too many issues being discussed at one time; try to come up with a substitute motion that will be less confusing to the group!

III. Voting

A. The chairperson reads the motion before the actual vote, then asks, "Are you ready for the question?" or "Is there any opposition to taking a vote?" If no one speaks, a vote may be taken.



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B. For voice votes, the chairperson may say, “All those in favor of this option say aye. Those opposed, say no.” If passed, the chairperson may say, “The aye’s have it and it is so ordered.” If the motion is voted down, the chairperson may say, “the no’s have it, the motion is defeated.”

C. Members may vote by a show of hands or by standing up if the chairperson is unsure of whether the motion was passed or not during the voice vote.

D. Vote by ballot is used for important issues: a ballot makes each vote a matter of record. (A motion to have voting by ballot is not debatable and requires a simple majority).

IV. How Action Takes Place

A. An issue is brought before the membership.

B. An individual gets recognition from the chairperson and makes a motion.

C. The motion is seconded.

D. The chairperson restates the motion.

E. There is discussion.

F. The chairperson restates the motion.

G. Voting follows.

H. The chairperson announces the result.

V. Motions to Help Keep Order

A. Members may raise a point of order to force the chairperson to bring discussion back to the subject. A point of order may also be raised when the by-laws of the organization are being broken.

1. One may raise a point of order when a “privileged motion” is being considered (such as time for the next meeting, adjournment, recess, etc.)

2. A member may call the chairperson’s attention by raising a point of order even though this may interrupt another person who has the floor.



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3. The chairperson recognizes the member and can accept or reject the point of order by saying, "Point of order is well taken, or "Point of order is not well taken."

4. A point of order should not be raised just to:

- a. Slow down the meeting.
- b. Interrupt the speaker.
- c. Make a speech.
- d. Criticize the chairperson.

B. Appealing a decision of the chairperson.

1. If a point of order is not accepted, or a member is otherwise ruled out of order, an appeal to the chairperson may be made; it requires a second and, after discussion, members decide by majority vote.

2. On appeals, members can only speak once. The chairperson, however, may speak and also may conclude the discussion.

C. Point of information.

1. Members should not address one another during the meeting but should ask the chairperson for a point of information.

2. If a member is unclear, the chairperson may ask the person holding the floor to yield, although this cannot be forced. When he yields, the questioner should address his point of information through the chairperson and the answer should be made to the chairperson.

D. Parliamentary inquiry

1. The information the questioner is seeking may be related to parliamentary procedure. For example, the questioner may want to know if a motion he is about to make is in order: "Mr. Chairman, is it in order to move that we hold another meeting tomorrow?"

2. The chairperson's answer cannot be appealed. However, a decision that the chairperson makes after the motion has been brought up would be subject to appeal.



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E. Question of privilege

1. A “point of personal privilege” may be raised to call the attention of the chairperson to something which affects the well-being of those present at the meeting. For example, to ask to have the windows opened or closed, to ask a speaker to speak louder, to propose an urgent motion, etc.
2. Questions of privilege are decided by the chairperson and are subject to appeal.
3. The correct form is: “Mr. Chairman, I rise to a question of personal privilege; I move that we...” If the chairperson accepts, the motion is handled like any ordinary motion. Then the meeting continues. Points of personal privilege are usually accepted by unanimous consent. For example, the chairperson may say, “Does anyone object to closing the window?”

VI. Motions for Unusual Actions

Motions, which are intended to help in the handling of action motions, are not debatable. For example, if a motion is made which could cause a serious misunderstanding within the group, any member may rise immediately and say, “Mr. Chairman, I object to the consideration of this question.” The chairperson may reply, “There has been an objection to this question,” and calls for a vote (no discussion before vote.) If two-thirds of the members vote against considering the question, it cannot be raised again in that meeting.

A. **Withdrawing a motion** – A member may ask the chairperson to put the question of withdrawing a motion before the members. If no one objects, the motion is withdrawn. If an objection occurs, the motion to withdraw must be put to a vote. (It requires no second and cannot be debated.) It takes a simple majority to withdraw a motion.

B. To table a motion

1. A motion to “table” postpones or delays action. (It requires a second; it cannot be debated, and requires only a majority vote.)
2. While a speaker is in the process of discussing a motion, he cannot move to table it. Moreover, he cannot move to table if he has already spoken on the motion and others still desire to speak.



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3. When the motion to table is seconded, the chairperson must act on it immediately.

4. A motion to table cannot have a time limit. (For example, a motion to table until the next meeting is a motion to postpone, which is a debatable motion.)

5. Tables motions can be “removed from the table” if a member requests, but only after some other business has been transacted. This is not debatable and is decided by majority vote.

C. Limit or extend debate

1. Motions to limit debate are made in the usual manner and require a second; member may limit debate by setting a time limit for discussion. A motion to limit debate requires a two-thirds majority. (If the motion to limit debate applies only to the motion being discussed on the floor, it is not debatable. For example, “I move that we spend only ten minutes on Mr. Jones’ motion.” The motion can be amended if the purpose is to establish rules about discussion on all questions coming before the group – such a motion is debatable. For example, “I move that we spend no more than ten minutes on each of the points remaining on our agenda.”)

2. If members feel debate should be extended after it has been limited, this may be done by a motion to extend debate. (The motion must have a second; it is not debatable.)

D. Move the previous question.

1. A move to call for the “previous question” is a method of stopping debate and forcing a vote. The form is: “I move the previous question,” or, “I move that we close debate and vote on the question.”

2. The motion requires a second and is not debatable. A member may not make such a motion while speaking on the question or if he has spoken and others want the floor. A two-thirds majority is required.

E. Other miscellaneous motions.

1. Motion to reconsider.



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- a. A motion to reconsider can be made only on the same day that the vote on the motion to be reconsidered was taken or at the next meeting; it must be made by a person who voted with the majority in the first vote.
 - b. Motions which cannot be reconsidered: motions to adjourn, recess, table, suspend rules, or a previous move to reconsider an action that had been partially acted upon.
 - c. A motion to reconsider is a privileged motion; the make can interrupt a speaker and make the motion while other business is on the floor. Debate does not start, however, until work that was on the floor has been completed. For example, “Mr. Chairman, I move that we reconsider the vote on (identifying motion.)” If seconded and passed, the chairperson puts the matter to be reconsidered before the group. A move to reconsider is debatable and requires a majority vote. (No question can be reconsidered twice.)
2. A motion to rescind – may be made to reserve a previous action. It requires a two-thirds vote.
 3. A motion to suspend the rules – changes the agenda. It is usually used when time is of importance. Any member may rise and make the motion. It requires a second and needs a two-thirds vote to pass. It is not debatable.

Parliamentary Motions: Order of Precedence

For ease of reference, the following chart lists the parliamentary motions in order of precedence, beginning with those of highest rank and ending with the lowest. This means that when a motion is pending, all the motions above it on the list should receive precedence. They are also divided into three categories: privileged, incidental, and subsidiary motions.

Motions which are debatable are noted with a (D). Those which require a two-thirds vote are starred.

Privileged Motions:

- Fix Time to Adjourn
- Adjourn
- Take Recess
- Question of Privilege
- Call for Orders of the Day



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Incidental Motions:

- Appeal (D)
- Division of Assembly
- Filling Blanks
- Objection *
- Parliamentary Inquiry
- Point of Information
- Point of Order
- Read Papers
- Suspend the Rules *
- Withdraw a Motion

Subsidiary Motions:

- Lay on the Table
- The Previous Questions (Close Debate) *
- Limit or Extend Debate *
- Postpone to a Definite Time (D)
- Refer to a Committee (D)
- Amend the Amendment (D)
- Amendment (D)
- Postpone Indefinitely (D)
- MAIN MOTION (D)

(Source: Robert's Rules of Order by H.M. Robert, With Commentary by Rachel Vixman, New York: Pyramid Books, 1967.)

Appendix B



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PARLIAMENTARY AUTHORITY Agenda Format

1. Call to Order
2. Roll Call
3. Approval of Minutes of last regularly scheduled meeting
4. Approval and/or Changes/Additions to Agenda
5. Reports of Committees
6. Review and Approval of Administrative Bills and Expenditures
7. Matters requiring Board knowledge and for approval, including:
 - a. Old Business
 - b. New Business
 - c. Reports
 - d. General Information
 - i. *Comments from the Board
8. Public Comment
9. Closed Session as needed per appropriate Virginia Code
10. Adjournment

Appendix C

CONFIDENTIALITY STATEMENT

As a Board Member with the Henry-Martinsville Department of Social Services, I acknowledge that both state and federal legislation recognize the privileged character of information made available to the Department of Social Services and contain specific provisions with respect to disclosure of information regarding applicants for and recipients of assistance and services.

I also acknowledge that mutual trust and confidence between clients and workers is basic to an effective program of assistance and services. I pledge, therefore, to maintain the



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client's right to expect that personal information given to the agency will be kept
CONFIDENTIAL.

Signature_____

Date_____

BILLS & EXPENDITURES

BILLS AND EXPENDITURES

A. Monthly Bills and Expenditures

REPORT #1

LOCAL APPROVED
HENRY-MARTINSVILLE SOCIAL SERVICES
2025/2026 TOTAL BUDGET

FOR ONE MONTHS ENDED 06/30/25

CATEGORIES		LOCAL	LOCAL	LOCAL	STATE	PROJECTED	ACTUAL	UNDER	UNEXPENDED	STATE	
		APPROVED	CHANGES	REVISED	ALLOCATIONS	EXPENDITURES	EXPENDITURES	BUDGET	BUDGET	BALANCE	% SPENT
AUXILIARY GRANTS	H	235,000		235,000	232,450	19,583	16,327	3,256	218,673	216,123	7%
AUXILIARY GRANTS	M	130,000		130,000	128,113	10,833	10,802	31	119,198	117,311	8%
AUXILIARY GRANTS - SUPP HOUSING	H	15,000		15,000	15,250	1,250	1,320	(70)	13,680	13,930	9%
AUXILIARY GRANTS - SUPP HOUSING	M	32,000		32,000	30,933	2,667		2,667	32,000	28,390	0%
REFUGEE CASH ASSISTANCE	M				8,732	-	-	-	-	8,732	
TANF EMERGENCY ASSISTANCE	H				1,500	-	-	-	-	1,500	
TANF EMERGENCY ASSISTANCE	M				1,500	-	-	-	-	1,500	
TANF MANUAL	H	1,000		1,000	1,000	83	-	83	1,000	1,000	0%
TANF MANUAL	M	1,000		1,000	1,000	83	-	83	1,000	1,000	0%
TANF - WORKING PARENTS	H	1,000		1,000	1,000	83	-	83	1,000	1,000	0%
TANF - WORKING PARENTS	M	1,000		1,000	1,000	83	-	83	1,000	1,000	0%
IVE - FOSTER CARE	H	730,000		730,000	404,558	60,833	33,816	27,017	696,184	370,742	5%
IVE - FOSTER CARE LOCAL ONLY*	H					-	16,776	(16,776)	(16,776)	(16,776)	
IVE - FOSTER CARE	M	95,000		95,000	5,080	7,917	-	7,917	95,000	5,080	0%
IVE - FOSTER CARE LOCAL ONLY*	M						-	-	-	-	
FOSTERING FUTURES FOSTER CARE	H	43,000		43,000	40,935	3,583	2,235	1,348	40,765	38,700	5%
FOSTERING FUTURES FOSTER CARE	M	3,000		3,000	-	250	-	250	3,000	-	0%
STATE ADOPTION ASST-SPEC NEED	H	80,000		80,000	62,939	6,667	5,256	1,411	74,744	57,683	7%
STATE ADOPTION ASST-SPEC NEED	M	10,000		10,000	-	833	-	833	10,000	-	0%
ADOPTION SUBSIDY FEDERAL IV-E	H	1,250,000		1,250,000	1,210,091	104,167	109,493	(5,326)	1,140,507	1,100,598	9%
ADOPTION SUBSIDY FEDERAL IV-E	M	51,000		51,000	31,381	4,250	2,632	1,618	48,368	28,749	5%
EMERGENCY FUND*	H	23,771		23,771	-	23,771	12,843	10,928	10,928	-	54%
EMERGENCY FUND*	M	21,066		21,066	-	21,066	16,401	4,665	4,665	-	78%
FUEL - LOCAL ONLY*	H	-		-	-	-	91	(91)	(91)	-	
FUEL - LOCAL ONLY*	M	-		-	-	-	460	(460)	(460)	-	
ADMIN - BASE POOL FUND	H-M	7,032,565		7,032,565	7,137,859	586,047	517,258	68,789	6,515,307	6620601	7%
ADMIN - NO LOCAL MATCH	H-M	388,313		388,313	346,211	32,359	36,030	(3,671)	352,283	310181	9%
ADMIN - NO LOCAL NON GOV'T PIPP	H-M				66,164	-	-	-	-	66164	
PASS-THROUGH ADMINISTRATION	H-M	807,058		807,058	132,382	67,255	-	67,255	807,058	132,382	0%
OUT STATION ELIG PASS-THRU	H-M	66,175		66,175	-	5,515	-	5,515	66,175	-	0%
COM BOARD/AWARD PRG*	H-M	9,043		9,043	-	9,043	6,260	2,783	2,783	-	69%
LOCAL ONLY - TRAVEL/OTHER*	H-M	4,410		4,410	-	4,410	28,980	(24,570)	(24,570)	-	657%
PURCHASED SER - ALL	H	388,231		388,231	180,893	32,353	8,150	24,203	380,081	117,540	2%
PURCHASED SER - ALL	M	166,472		166,472	124,262	13,873	2,222	11,651	164,250	99,947	1%
TOTAL		11,585,104	-	11,585,104	10,165,233	1,018,858	827,352	191,506	10,757,752	9,323,077	7%

REPORT # 2											
		LOCAL APPROVED									
		HENRY-MARTINSVILLE SOCIAL SERVICES						FOR ONE MONTHS ENDED 06/30/2025			
		2025/2026 TOTAL LOCAL SHARE BUDGET									
CATEGORIES		LOCAL APPROVED	LOCAL CHANGES	LOCAL REVISED	STATE ALLOCATIONS	PROJECTED EXPENDITURES	ACTUAL EXPENDITURES	(OVER) UNDER BUDGET	UNEXPENDED BUDGET	STATE BALANCE	% SPENT
AUXILIARY GRANTS	H	46,490		46,490	46,490	3,874	3,265	609	43,225	43,225	7%
AUXILIARY GRANTS	M	25,623		25,623	25,623	2,135	2,160	(25)	23,463	23,463	8%
AUX GRANT SUPPORTIVE HOUSING	H	3,050		3,050	3,050	254	264	(10)	2,786	2,786	9%
AUX GRANT SUPPORTIVE HOUSING	M	6,187		6,187	6,187	516	509	7	5,678	5,678	8%
TANF	H	-		-	-	-	-	-	-	-	
TANF	M	-		-	-	-	-	-	-	-	
TANF - WORKING PARENTS	H	-		-	-	-	-	-	-	-	
TANF - WORKING PARENTS	M	-		-	-	-	-	-	-	-	
TANF - FOSTER CARE	H	-		-	-	-	-	-	-	-	
TANF - FOSTER CARE LOCAL ONLY	H	-		-	-	-	-	-	-	-	
TANF - FOSTER CARE	M	-		-	-	-	-	-	-	-	
TANF -FOSTER CARE LOCAL ONLY	M	-		-	-	-	-	-	-	-	
SPECIAL NEEDS ADOPTIONS	H	-		-	-	-	-	-	-	-	
SPECIAL NEEDS ADOPTIONS	M	-		-	-	-	-	-	-	-	
ADOPTION SUBSIDY	H	-		-	-	-	-	-	-	-	
ADOPTION SUBSIDY	M	-		-	-	-	-	-	-	-	
EMERGENCY FUND*	H	23,771		23,771	-	23,771	12,843	10,928	10,928	-	54%
EMERGENCY FUND*	M	21,066		21,066	-	21,066	16,401	4,665	4,665	-	78%
FUEL - LOCAL ONLY	H	-		-	-	-	91	(91)	(91)	-	
FUEL - LOCAL ONLY	M	-		-	-	-	460	(460)	(460)	-	
							-				
ADMIN BASE POOL FUND	H-M	1,106,368		1,106,368	1,106,368	92,197	80,175	12,022	1,026,193	1,026,193	7%
PASS THROUGH ADMIN	H-M	531,156		531,156	87,372	44,263	-	44,263	531,156	87,372	0%
ELIG OUT STATION PASS THRU	H-M	-		-	-	-	-	-	-	-	
COMP BOARD/AWARD PROGRAM *	H-M	9,943		9,943	-	9,943	6,260	3,683	3,683		63%
LOCAL ONLY - TRAVEL/OTHER*	H-M	3,510		3,510	-	3,510	28,979	(25,469)	(25,469)		826%
PURCHASED SER - ALL	H	35,441		35,441	21,660	2,953	-	2,953	35,441	21,660	0%
PURCHASED SER - ALL	M	22,903		22,903	18,581	1,909	-	1,909	22,903	18,581	0%
TOTAL		1,835,508		1,835,508	1,315,331	206,392	151,407	54,985	1,684,101	1,228,958	8%

ADMINISTRATIVE MONTHLY EXPENDITURE REPORT
BY ACCOUNT
FOR THE MONTH OF JUNE 2025

ACCOUNT NAME	EXPEND ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
51100 - SALARIES	371,383.00	0.00	0.00	371,383.00
51200 - SALARIES & WAGES - OVERTIME	2,921.23	0.00	0.00	2,921.23
51300 - PART TIME SALARY	6,380.58	0.00	0.00	6,380.58
52100 - FICA/MEDI	28,396.62	0.00	0.00	28,396.62
52210 - RETIREMENT	52,026.66	0.00	0.00	52,026.66
52300 - HEALTH	62,312.62	0.00	0.00	62,312.62
52410 - GROUP LIFE	4,256.11	0.00	0.00	4,256.11
52500 - LTD CORE	1,616.44	0.00	0.00	1,616.44
53160 - PROFESSIONAL SERVICES - OTHER	108.00	0.00	0.00	108.00
53171 - EMPLOYEE ASSISTANC PROGRAM	333.75	0.00	0.00	333.75
53312 - REPAIRS & BUILDING MAINTENANCE	1,000.00	0.00	0.00	1,000.00
53320 - MAINTENANCE SERVICE CONTRACTS	1,890.00	0.00	0.00	1,890.00
53800 - PUR SERVCS FROM OTHER GOV'T	60.23	0.00	0.00	60.23
53908 - CONTRACTED CUSTODIAL SERVICE	5,600.00	0.00	0.00	5,600.00
55110 - ELECTRICAL SERVICES	2,820.19	0.00	0.00	2,820.19
55130 - WATER AND SEWER	191.78	0.00	0.00	191.78
55152 - GARBAGE SERVICE	222.56	0.00	0.00	222.56
55230 - TELECOMMUNICATIONS	1,429.12	0.00	0.00	1,429.12
55410 - LEASE - RENT OF EQUIPMENT	549.68	0.00	0.00	549.68
55510 - TRAVEL - MILEAGE	18.45	0.00	0.00	18.45
55540 - TRAVEL - CONVENTION/EDUCATION	211.58	0.00	0.00	211.58
56001 - OFFICE SUPPLIES	190.82	0.00	0.00	190.82
56007 - REPAIR & MAINTENANCE SUPPLIES	257.58	0.00	0.00	257.58
56008 - VEHICLE & POWER EQUIP - FUEL	2,461.67	0.00	(1,114.27)	1,347.40
56009 - VEHICLE & POW EQUIP - SUPPLIES	1,606.13	0.00	(331.78)	1,274.35
56014 - OTHER SUPP & LOCAL ONLY TRAVEL	327.46	0.00	0.00	327.46
58001 - MACHINERY AND EQUIPMENT	723.58	0.00	0.00	723.58
58311 - BUILDING & IMPROVEMENTS DEPREC	5,766.06	0.00	0.00	5,766.06
TOTAL EXPENDITURES	555,061.90	0.00	(1,446.05)	553,615.85

HENRY COUNTY
ASSISTANCE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JUNE 2025

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
089-AGE HENRY - ASSISTED LIVING FACILITIES-AGED	80404	7,885.00	0.00	0.00	7,885.00
089-DIS HENRY - ASSISTED LIVING FACILITIES-DISABLED	80406	8,442.00	0.00	0.00	8,442.00
089-ASH HENRY - AUXILIARY GRANTS SUPPORTIVE HOUSING DIS - DISABLED	80703	1,320.00	0.00	0.00	1,320.00
089-EF HENRY - EMERGENCY FUND UTIL - UTILITIES	00630	1,009.85	0.00	0.00	1,009.85
089-SAC HENRY - FEDERAL ADOPTION ASSIST - CHILD CARE REIMB	81201	1,800.00	0.00	0.00	1,800.00
089-SAE HENRY - FEDERAL ADOPTION ASSIST - ENHANCED MAINTEN	81203	48,212.00	0.00	0.00	48,212.00
089-SA HENRY - FEDERAL ADOPTION ASSISTANCE - BASIC MAINTEN	81201	57,594.29	0.00	0.00	57,594.29
089-FFL HENRY - FOSTERING FUTURES (IV-E) LOCAL FOSTER HOME MAIN - BASIC MAINTENANCE	81402	2,235.00	0.00	0.00	2,235.00
089-CPA HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY CC - FOSTER CARE - CHILD CARE	81108	2,280.00	0.00	0.00	2,280.00
CLOT - SUPPLEMENTAL CLOTHING	81108	280.86	0.00	0.00	280.86
EMAD - ENHANCED MAINTENANCE FOR ADS	81112	14,018.08	0.00	0.00	14,018.08
R&B - MAIN	81108	7,577.68	0.00	0.00	7,577.68
TOTAL FOR HENRY - IV-E FOSTER CARE CHILD PLACING AGENCY		24,156.62	0.00	0.00	24,156.62
089-FFC HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES CLOT - SUPPLEMENTAL CLOTHING	81110	124.78	0.00	0.00	124.78
EMAD - ENHANCED MAINTENANCE FOR ADS	81113	1,792.00	0.00	0.00	1,792.00
R&B - MAIN	81110	4,049.95	(321.87)	0.00	3,728.08
TRAV - FOSTER CARE - TRAVEL	81110	514.56	0.00	0.00	514.56
TOTAL FOR HENRY - IV-E LOCAL AGENCY FOSTER FAMILY HOMES		6,481.29	(321.87)	0.00	6,159.42
089-RES HENRY - IV-E RESIDENTIAL FACILITIES AND GROUP HOME R&B - ROOM & BOARD	81107	3,500.00	0.00	0.00	3,500.00

HENRY COUNTY
 ASSISTANCE MONTHLY EXPENDITURE REPORT
 BY CATEGORY
 FOR THE MONTH OF JUNE 2025

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
089-NRA HENRY - NON-REOCCURRING IV-E ADOPTION SUBSIDY	81202	1,886.72	0.00	0.00	1,886.72
089-SNA HENRY - STATE ADOPTION ASSISTANCE					
EMAD - ENHANCED MAINTENANCE FOR ADS	81703	3,584.00	0.00	0.00	3,584.00
MAIN - BASIC MAINTENANCE	81702	1,672.00	0.00	0.00	1,672.00
TOTAL FOR HENRY - STATE ADOPTION ASSISTANCE		5,256.00	0.00	0.00	5,256.00
690-AGE MARTIN - ASSISTED LIVING FACILITIES-AGED	80404	6,091.00	0.00	0.00	6,091.00
690-DIS MARTIN - ASSISTED LIVING FACILITIES-DISABLED	80406	4,711.00	0.00	0.00	4,711.00
690-ASH MARTIN - AUXILIARY GRANTS SUPPORTIVE HOUSING					
DIS - DISABLED	80703	2,543.00	0.00	0.00	2,543.00
690-EF MARTIN - EMERGENCY FUND					
UTIL - UTILITIES	00630	2,750.00	0.00	0.00	2,750.00
690-SA MARTIN - FEDERAL ADOPTION ASSISTANCE - BASIC MAINT	81201	2,632.00	0.00	0.00	2,632.00
690-FFC MARTIN - IV-E LOCAL AGENCY FOSTER FAMILY HOMES					
R&B - MAIN	81110	563.00	0.00	0.00	563.00
TOTAL EXPENDITURES		189,068.77	(321.87)	0.00	188,746.90

**PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JUNE 2025**

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
089-APS HENRY - ADULT PROTECT SERV (OPS) (895)					
EWRI - ELIGIBLE W/O REGARD TO INCOME	89501	572.92	0.00	0.00	572.92
FEE - GUARDIANSHIP FEES	89501	0.00	(5.00)	0.00	(5.00)
TOTAL FOR HENRY - ADULT PROTECT SERV (OPS) (895)		572.92	(5.00)	0.00	567.92
089-COM HENRY - ADULT SERVICE -PAYROLL- COMPANION (833)					
DIS - SSI - DISABLED	83304	1,260.40	0.00	0.00	1,260.40
089-FP HENRY - FAMILY PRESERVATION - PURCH SERV (829)					
FAMU - FAMILIES (UNDUPLICATED)	82905	128.47	0.00	0.00	128.47
089-FSU HENRY - FAMILY SUPPORT PUR SERV (IVB2) (866)					
FAMU - FAMILIES (UNDUPLICATED)	86601	1,585.00	260.00	0.00	1,845.00
089-FS HENRY - FAMILY SUPPORT PURCH SERV (829)					
FAMU - FAMILIES (UNDUPLICATED)	82904	50.00	0.00	0.00	50.00
089-FAT HENRY - FATHERHOOD ENGAGEMENT & SUPPORT	87601	260.00	(260.00)	0.00	0.00
089-SNP HENRY SNAPET PURCHASED (844)					
TRAN - SNAPET PARTICIPANT EXPENSES	84404	249.00	0.00	0.00	249.00
089-TRA HENRY VIEW TRANSPORTATION					
TRAN - TRANSPORTATION	87207	2,797.85	0.00	0.00	2,797.85
089-VSU HENRY-VIEW SUPPORT SERVICES-UNSUBSIDIZED EMP	87202	1,251.38	0.00	0.00	1,251.38
690-APS MARTIN ADULT PROTECTIVE SERVICES (895)					
FEE - GUARDIANSHIP FEES	89501	0.00	(55.00)	0.00	(55.00)
690-SUB MARTIN CHILD WELFARE SUBS ABUSE & SUP SERV(830)	83001	9.67	0.00	0.00	9.67
690-FP MARTIN FAMILY PRESERVATION - PURCH SRV (829)					
FAMU - FAMILIES (UNDUPLICATED)	82905	153.03	0.00	0.00	153.03
690-VSU MARTIN VIEW SUPPORT SERVICES-UNSUBSIDIZED EMP	87202	248.02	0.00	0.00	248.02

HENRY COUNTY
PURCHASE OF SERVICE MONTHLY EXPENDITURE REPORT
BY CATEGORY
FOR THE MONTH OF JUNE 2025

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
690-TRA MARTIN VIEW TRANSPORTATION TRAN - TRANSPORTATION	87207	1,866.25	0.00	0.00	1,866.25
TOTAL EXPENDITURES		10,431.99	(60.00)	0.00	10,371.99

HENRY COUNTY
MONTHLY EXPENDITURE REPORT
FOR THE MONTH OF JUNE 2025

CATEGORY	LASER CODE	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
GRAND TOTAL		754,562.66	(381.87)	(1,446.05)	752,734.74

HENRY COUNTY
ADMINISTRATIVE MONTHLY EXPENDITURE REPORT
BY DEPARTMENTS
FOR THE MONTH OF JUNE 2025

ADMINISTRATIVE DEPARTMENT	EXPEND- ITURES	ADJUSTMENTS/ REIMBURSE	CANCELLED WARRANTS	NET EXPENDITURES
LOCAL ONLY	327.46	0.00	0.00	327.46
STAFF & OPERATIONS - BASE	518,704.29	0.00	(1,446.05)	517,258.24
STAFF & OPERATIONS - NO LOCAL	36,030.15	0.00	0.00	36,030.15
TOTAL EXPENDITURES	555,061.90	0.00	(1,446.05)	553,615.85

OLD BUSINESS

OLD BUSINESS

A. Office Occupancy Analysis

Office Occupancy per Day

Monday	63 staff
Tuesday	67 staff
Wednesday	60 staff
Thursday	60 staff
Friday	61 staff

*These numbers do not include variable staff such as Executive Leadership, Emergency Staff or vacant positions.

Telework options are determined by the Employee Performance Plan and Evaluation (EPPE). Each EPPE has weighted measures based upon core and essential responsibilities.

Examples Provided: Benefit Programs Specialist EPPE and Telework Agreement

Human Services Assistant EPPE and Telework Agreement

There are 44 positions that require supervisory permission to telework. These positions have the option of requesting two telework days per month with documented projects and/or job responsibilities.

These positions include Human Services Assistant, Family Services Specialist, Family Services Supervisor, Office Supervisor, Fiscal Assistant Supervisor, Family Services Manager, Program Coordinator Supervisor, Administrative Program Assistant, Fiscal Assistant

Based on the EPPEs, other positions have more flexibility for remote work including Executive Leadership, Benefit Programs Specialist, Benefit Programs Supervisors, Self-Sufficiency Specialist, and Self-Sufficiency Supervisor.

Schedules by Position

In Agency Daily with Limited Telework

Family Services Manager	1
Family Services Supervisors	4
Program Coordinator Supervisor	1
Family Services Specialists	14
Human Services Assistants - Services	6

Total 26

Office Supervisor	1
Human Services Assistants - Clerical	10
Administrative Program Assistants	2

Total 13

Fiscal Assistant Supervisor	1
Fiscal Assistants	2
Administrative Program Assistant	1

Total 4

Variable Telework Schedules

Monday

Benefit Programs Specialists	15
Benefit Programs Supervisors	3

Total 18

Tuesday

Benefit Programs Specialists	15
Benefit Programs Supervisors	3

Total 18

Wednesday

Benefit Programs Specialists	14
Benefit Programs Supervisors	2

Total 16

Thursday

Benefit Programs Specialists	12
Benefit Programs Supervisors	1

Total **13**

Friday

Benefit Programs Specialists	12
Benefit Programs Supervisors	3

Total **15**

Monday

Self-Sufficiency Specialists	1
------------------------------	---

Tuesday

Self-Sufficiency Specialists	3
------------------------------	---

Wednesday

Self-Sufficiency Specialists	0
------------------------------	---

Thursday

Self-Sufficiency Specialists	0
------------------------------	---

Friday

Self-Sufficiency Specialists	2
------------------------------	---

Self-Sufficiency Supervisor 1 day per week - varies week-to-week

Executive Leadership Coverage 6/23/2025-7/24/2025

Executive Leadership consists of the Director, 2 Assistant Directors, and the Administrative Services Manager.

Abbreviations:

In agency – In

Telework – TWK

Paid Time Off – PTO

Scheduled Protected – SP

Unscheduled Protected - UP

Scheduled Telework – STWK

Unscheduled Telework – UTWK

Scheduled Paid Time Off – SPTO

Unscheduled Paid Time Off - UPTO

Date	In	TWK	PTO	Protected	Combination (In, PTO, TWK, etc.)
Monday, June 23	3		1		
Tuesday, June 24	1		1		1 SPTO/STWK 1 UPTO/In
Wednesday, June 25	2		1		1 UPTO/STWK
Thursday, June 26	2	1	1		
Friday, June 27	1		1		1 STWK, SPTO 1 UPTO, In
Monday, June 30	2			2 SP	
Tuesday, July 1	4				
Wednesday, July 2	1	1 STWK			2 SPTO, In
Thursday, July 3	2			1 SP	1 UPTO, In
Friday, July 4	HOLIDAY				
Monday, July 7	3				1 UPTO
Tuesday, July 8	1	2 STWK			1 SPTO, In
Wednesday, July 9	2	1 STWK 1 UTWK			
Thursday, July 10	2	2			
Friday, July 11	1		1		1 STWK, In 1 UPTO, In

Executive Leadership Coverage 6/23/2025-7/24/2025

Monday, July 14	1	1 UTWK	1 UPTO	1 SP	
Tuesday, July 15	1		1 UPTO		1 UPTO, In 1 SPTO, STWK
Wednesday, July 16	1	1 STWK	1 UPTO		1 SPTO, In
Thursday, July 17	2		1 UPTO		1 SPTO, In
Friday, July 18	*See note below		1 UPTO		1 STWK, SPTO, UPTO 1 SPTO, In 1 UTWK, SPTO
Monday, July 21	2	1			1 UPTO, In
Tuesday, July 22	2	1			1 UPTO, In
Wednesday, July 23	2			1 UP	1 STWK, SPTO
Thursday, July 24	2				1 SPTO, STWK 1 SPTO, In

*July 18 coverage provided by Family Services Manager, Office Supervisor, and Benefit Supervisor. Personal information will be shared in closed session.

NEW BUSINESS

NEW BUSINESS

- A. Appoint Members to Standing Committees - Budget and By-Laws Committees

Article V
Executive Committee

- Section 1. The Executive Committee shall consist of the Chairperson, Vice-Chairperson and a Second Vice-Chairperson who shall be elected by the Board during the June meeting.
- Section 2. The Executive Committee shall prepare recommendations for presentation to the membership of the Board.
- Section 3. The Executive Committee shall act in emergencies between Board meetings.
- Section 4. The Virginia Department of Social Services provides local board member training. The training occurs within the first 90 days of appointment and every four years thereafter. Subject matter experts will provide training on Social Services programs throughout the year. 63.2-312 At least one such meeting a year shall be an orientation and training session for local board members.
- Section 5. The Executive Committee shall monitor Board members' attendance as per Article VII – Meetings, Sections 2 and 3 of these by-laws.
- Section 6. The Executive Committee shall, immediately after the June installment of officers, appoint members to all standing committees and shall advise the Board at the next regularly scheduled Board meeting of members' committee designations.

NEW BUSINESS

- B. HMDSS Employee Handbook Chapter 3 Section 3.5 Requested Revision

Current: HMDSS Employee Handbook Chapter 3 section 3.5 LEAVE
Item H Leave Without Pay (non-FMLA)

All absences from duty in excess of time authorized for Annual Leave, Sick Leave, Compensatory Leave and Civil Leave, shall be handled as Leave Without Pay and shall be entered on the attendance records of employees and so reflected on payrolls. Such absences shall not be in order unless authorized by the Director **or designee in the absence of the Director**. The employee must make every effort to seek preauthorization from the Director **or designee in the absence of the Director** for Leave Without Pay (**LWOP**).

~~A maximum of five (5) (non-FMLA) Leave Without Pay days in any rolling twelve (12) month period may be authorized by the Director ensuring no disruption to the agency. Each unauthorized LWOP day or partial day, in which the employee notifies his/her supervisor, will be classified as a Group I Offense under the Standards of Conduct. Each unauthorized LWOP day or partial day, in which the employee fails to provide proper notice to his/her supervisor, will be classified as a Group II Offense under the Standards of Conduct. The agency will make every effort to coordinate with the employee's out-of-pocket cost to maintain health insurance and other fringe benefits. Certain types of benefits, such as seniority and leave accrual, may not be credited during LWOP.~~

Requested Revision based upon the VDSS Local DSS HR/Administration Manual:
[Performance Management](#)

Use of Unpaid Leave

1. Use: If the needs of the agency permit, and if the grant of such time away from work is not burdensome to the agency, an employee may request the use of unpaid leave for a specified period of time. *LWOP must be granted to eligible employees for FMLA and military leave purposes.*

2. LWOP Not Granted if Paid Leave Available

Except for FMLA and military leaves of absence, an employee cannot be on LWOP until all accrued paid leave available for such purposes has been exhausted.

3. Financial Provisions - The employee will receive no pay during such leave. Also, no sick leave or vacation leave credits will accrue during the absence. If the employee wishes to pay the agency share of the costs to continue other fringe benefits (such as group insurance coverage) during the absence, they may do so if allowed by the individual insurance carriers; no such fringe benefits will be provided by the agency during that time. When the employee returns from leave without pay, the agency according to the terms, conditions, and limitations of the applicable plans will again provide benefits.

4. Duration

HMDSS Employee Handbook

LWOP will not be granted for more than three (3) months except for an employee on intermittent FMLA or military leave.

BENEFITS REPORTS

RE: **June 2025 STATISTICS**

- **AUXILIARY GRANT:**

Applications received: 1

Applications Disposed: 1

Compliance Rate: 0%

Customers continued to next month: 30

- **CHILDCARE**

Applications received: 58

Applications Disposed: 54

Compliance Rate: 98%

Cases Continued to next month: 320

Customers continued to next month: 541

- **SNAP PROGRAM:**

Applications received: 353

Applications Disposed: 348

Compliance rate: 98.6%

Reviews/ Recertifications disposed: 418

Cases Continued to next Month: 9,519

Participants in June: 13,894

Monthly issuance for June: \$2,231,114

- **MEDICAID PROGRAM**

Applications Received: 335

Applications Disposed: 324

Compliance Rate: 95.8%

Cases Continued to next month: 20,343

Customers continued to next month (money/non-money payment): 23,867

- **TANF PROGRAM**

TANF Applications received: 46

AFDC-FC received: 0

Applications Disposed: 37

Compliance Rate: 100%

TANF Cases continued to next Month: 182

TANF Participant Count: 357

AFDC-FC continued to next month: 28

Submitted by: Lisa Thompson Assistant Director- BP

BENEFIT PROGRAMS UNIT OVERVIEW

July 2025

INTAKE – Processes new applications for SNAP & Medicaid

Positions – Supervisor and 9 line staff

1 vacant = 10% vacancy rate

2 in the training unit

30% operating vacancy rate

ONGOING (2 units) – Processes changes, reviews, interim reports

Positions 2 Supervisors & 22 line staff

8 vacant = 33% vacancy rate.

5 in training

54% operating vacancy rate

SPECIALTY UNIT – Long term care, TANF, Energy Assistance, Fraud

Positions Supervisor and 9 line staff

7 = LTC- 3 vacant

1 = Fraud

1 = Energy Assistance Specialist*

Vacancy rate= 30% vacancy rate

Employment Services Unit – VIEW, SNAP-ET, Childcare

Positions Supervisor & 9 line staff

1 = SNAP-ET

4 = VIEW/TANF

3= Childcare

1- vacant

Vacancy rate for unit = 10%

Training Unit – BP Supervisor, BPS IV & BPS workers in training (included in counts above)

MISC- 3 Emergency Human Service Assistant positions- Assist with Energy Assistance, scanning, customer service

1 vacant = vacancy rate 33.3%

* All workers evaluate Fuel Assistance applications and Cooling assistance applications. The specialist handles the Crisis applications & the upcoming PIPP applications. The specialist resolves disputes and handles inquiries about the program.

REGION	LOCALITY	FIPS	HOUSEHOLDS (PA)	HOUSEHOLDS (NPA)	HOUSEHOLDS (TOTAL)	PERSONS (PA)	PERSONS (NPA)	PERSONS (TOTAL)	ISSUANCE (PA)	ISSUANCE (NPA)	ISSUANCE (TOTAL)
	Alleghany/Covington Multi FIPS		323	1601	1924	417	3306	3723	60,854.00	520,673.00	581,527.00
	Chesterfield/Colonial Heights Multi FIPS		2025	14047	16072	3039	32002	35041	558,176.00	6,107,933.00	6,666,109.00
	Fairfax County/Fairfax/Falls Church Multi FIPS		5976	23234	29210	8540	48870	57410	1,333,008.00	8,724,904.00	10,057,912.00
	Greensville/Emporia Multi FIPS		341	1742	2083	491	3383	3874	71,679.00	600,444.00	672,123.00
	Henry/Martinsville Multi FIPS		993	6647	7640	1177	12717	13894	172,613.00	2,058,501.00	2,231,114.00
	Rockbridge/Buena Vista/Lexington Multi FIPS		369	1618	1987	452	3410	3862	58,241.00	517,945.00	576,186.00
	Rockingham/Harrisonburg Multi FIPS		714	4368	5082	954	9554	10508	120,433.00	1,446,330.00	1,566,763.00
	Augusta/Staunton/Waynesboro Multi FIPS		947	5918	6865	1326	11538	12864	202,838.00	1,787,281.00	1,990,119.00
	York/Poquoson Multi FIPS		219	1531	1750	316	3341	3657	50,110.00	544,210.00	594,320.00
	Central		14403	75092	89495	21303	152468	173771	3,493,117.00	27,722,228.00	31,215,345.00
	Eastern		19890	98763	118653	27506	201585	229091	4,344,716.00	35,740,384.44	40,085,100.44
	Northern		18271	87617	105888	27851	189815	217666	4,405,745.00	32,492,571.00	36,898,316.00
	Piedmont		13064	68682	81746	17360	137213	154573	2,615,243.00	22,335,543.00	24,950,786.00
	Western		9393	40632	50025	11984	80107	92091	1,601,232.00	12,602,323.00	14,203,555.00
	Statewide		75021	370786	445807	106004	761188	867192	16,460,053.00	130,893,049.44	147,353,102.44
	***** END OF REPORT *****										

— *VIEW Participant Profiles* —

Henry-Martinsville Social Services ♦ Employment Services Unit
Statistics for the Month of June 2025-----Report July 2025

ID #	Sex	Age	Number Of Children	Job Title	Place Employed	Education	Hourly Wage & Hours Worked		Months in VIEW
01	F	29	3	Customer Service	GPM Investments LLC	12 th	\$12.65	32hrs/wk.	11
02	F	23	2	Production	Monogram	12 th	\$17.20	40hrs/wk.	VTP
03	F	35	3	PCA	Sovah Health	12 th	\$17.06	24hrs/wk.	TT
04	F	35	2	PCA	Prince Charles Home Health Care	12 th	\$12.51	34hrs/wk.	VTP
05	F	24	3	Food Services	Applebee's,	12 th	\$12.41	25hrs/wk.	TT
06	F	40	1	Clerical	One Call Medical	12 th	\$16.50	40hrs/wk.	10
07	F	30	4	Medical	Connect Health	12 th	\$13.00	40hrs/wk.	5
08	F	34	1	Production	Jen Coat Inc.	12 th	\$16.00	38hrs/wk.	2
09	F	23	1	Medical	Care Advantage	12 th	\$12.91	30hrs/wk.	17
10	F	30	2	Management	A & D of Greensborough	12 th	\$17.50	38hrs/wk.	VTP
11	F	25	1	Food Services	DIANDREW, INC, Works in North Carolina	12 th	\$11.00	36hrs/wk.	VTP
12	F	31	2	Customer Service	FasMart	12 th	\$13.15	35hrs/wk.	16
13	M	39	2	Customer Service	Stone Ridge Foundation	MS	\$30.04	32hrs/wk.	VTP
14	M	31	1	Grounds Keeping	Eastwood Mobile Home Park	GED	\$13.00	34hrs/wk.	TT
15	F	33	1	Medical	R. Hankins	GED	\$12.41	32hrs/wk.	TT
16	F	34	1	Production	Debbie Staffing	12 th	\$14.00	38hrs/wk.	TT
17	F	43	2	Housekeeping	Quality Inn	12 th	\$12.41	33hrs/wk.	TT
18	F	38	2	Customer Service	Friedrich Family Eye Center	12 th	\$16.50	35hrs/wk.	VTP
19	F	25	1	Food Services	Fraternal Order of Eagles	12 th	\$12.41	24hrs/wk.	9
20	F	39	3	Customer Service	FasMart	12 th	\$14.41	40hrs/wk.	17
21	F	36	2	Food Services	Curly's Good Ol' Eatin	12 th	\$13.75	22hrs/wk.	TT
22	F	33	3	CNA	Piney Forest Rehab	12 th	\$17.50	31hrs/wk.	2

Current Statistics

• *VIEW Participants Working (including Transitional services)*

VIEW 24 month Clock	Demographics	Employment and Wages
1-8 months on clock	3 Average Age - 32.3	Full Time — \$11.00 - \$30.04 At least 30 hours/week 18
9-16 months on clock	4 Average Number of Children- 1.95	
17-24 months on clock	2 Average Hourly Wage- \$14.93	Part-time – \$12.41 - \$17.06 At least 12 hours/week 4
Transitional 12 months-	13 Female – 91% Male – 9%	

Total VIEW and VIEW Transitional Participants – 73

Employment Services

Day Care

	Sep-24	Oct-24	Nov-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Henry County	215	210	207	206	204	210	212	228	225
Martinsville	87	81	81	82	82	83	91	93	95
HC waitlist	67	78	93	103	104	90	78	57	73
MC waitlist	18	26	32	40	40	22	1	0	0
Total	387	395	413	431	430	405	382	378	393

VIEW

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Henry County	49	44	45	44	40	45	47	48	50
Martinsville	33	32	27	29	26	26	26	26	23
Total	82	76	72	73	66	71	73	74	73

SNAPET

	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Henry County	10	11	10	9	7	7	6	11	12
Martinsville	5	3	2	2	3	3	3	3	3
Total	15	14	12	11	10	10	9	14	15

Benefit Programs

Medicaid

Total

Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
24,498	25,281	25,051	25,088	24,837	24,659	23,855	23,829	23,867

SNAP

Total

Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
14,480	14,265	14,447	14,183	14,132	14,070	14,018	14,071	13,894

TANF

Total

Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
437	425	411	373	366	368	371	377	357

HENRY MARTINSVILLE DEPARTMENT OF SOCIAL SERVICES
FRAUD REPORT
SUMMARY OF ACTION
06/01/2025-06/30/2025

INVESTIGATIONS

REFERRALS RECEIVED

8 Intra-Agency/outside source/CIP 6 – County 2- City

Completed (Pre-eligibility determination/post eligibility determination)

8 unsubstantiated Initiate ADH/Prosecution substantiated 5– County 3 - City

\$ over issuance/payment amount

\$ 8376.00 cost savings of finalized investigations

INTENTIONAL PROGRAM VIOLATIONS

Program	Waiver Signed/ADH	Disqualification Period	Disqualification Savings
TANF	0	0	0
SNAP	0	0	0

2 Pending in Court System/ADH Process

6 Home Visits 0 Court hours 4.5 Total Fraud Investigator In-Field Hours

AGENCY RESTITUTION

	TANF	SNAP	MEDICAID	DAYCARE	ENERGY	TOTAL
Recoupment	0.00	1867.00	0.00	0.00	0.00	\$1867.00
Cash/Check/Money Order Payment	0.00	634.97	0.00	0.00	0.00	\$634.97
Debt Set Off/ Restoration Offset	0.00	412.39	0.00	0.00	0.00	\$412.39
Expunged	0.00	1.70	0.00	0.00	0.00	\$1.70

Respectfully submitted,

Katie Athey

Fraud Investigator

07/21/2025

SERVICES REPORTS

Foster Care Unit:

	Target	June 24	July 24	Aug. 24	Sept 24	Oct. 24	24-Nov	24-Dec	Jan. 25	25-Feb	25-Mar	April 25	May 25	June 25
Number of Children in Foster Care														
Henry County		81	79	80	82	79	77	79	71	73	76	73	73	62
Martinsville		10	10	10	10	10	10	10	10	10	10	12	11	11
Total		91	89	90	92	89	87	89	81	83	87	85	84	73
Monthly Foster Care Visits														
% required	>95% *	84.0%	99.0%	71.0%	83%	99%	96%	74%	93%	95%	96%	97%	85%	99.0%
In Residence	>50% **	64.0%	63.0%	62.0%	62%	61%	61%	61%	60%	62%	60%	83%	61%	62.0%
Congregate Care Placements														
Count		22	16	15	15	14	13	16	13	13	11	12	13	13
%	<16% ***	27%	21%	20%	16%	20%	18%	19%	18%	18%	16%	17%	19%	19%
Kinship/Fictive Placements														
Count		0	3	3	10	11	11	11	8	8	9	9	9	8
%	<35%	0%	3%	3%	11%	12%	13%	13%	10%	10%	10%	11%	11%	13%
Approved Foster Homes														
Henry County		20	16	15	16	16	17	17	16	16	16	16	16	16
Martinsville		2	2	2	2	2	2	2	2	2	2	2	2	2
Total		22	18	17	18	18	19	19	18	18	18	18	18	18
Foster Care Staff Vacancy Rate														
Filled Positions		7	7	7	7	7	6	5	4	5	5	6	5	5
Vacant Positions		1	1	1	1	1	2	3	4	3	3	2	3	3
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		13%	13%	13%	13%	13%	25%	38%	50%	38%	38%	25%	38%	38%

* how many children received at least one face-to-face contact client foster care contact for each whole calendar month they were in placement.

** Compliance is based on whether the contact occurred in the client's residence.

*** The congregate care placements measure provides the percentage of children in foster care residing in group settings.

Child Protective Services:

	Target	May 24	June 24	July 24	Aug. 24	Sept. 24	Oct. 24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25
CPS Complaints (Valid & Invalid)															
Henry County		77	39	59	32	61	73	64	48	77	46	59	41	30	41
Martinsville		10	10	9	16	20	23	12	13	17	12	15	16	35	18
Total		87	49	68	48	81	96	76	61	94	58	74	57	65	59
CPS Investigations/Family Assessment (valid)															
Henry County		34	18	23	15	16	16	21	13	20	16	20	33	14	14
Martinsville		3	2	6	6	6	10	4	4	5	4	6	9	10	2
Total		37	20	29	21	22	26	25	17	25	20	26	42	24	16
CFSR Timelines of First Contact w/ victim		(completed contact)													
Count		68	30	31	25	21	29	31	20	31	25	16	51	21	23
%	> 95%*	96.0%	91.0%	97%	93%	81%	97%	94%	100%	100%	96%	84%	93%	88%	100.0%
Timeliness of First Contact w/victim		(completed and attempted contact)													
Count		68	29	31	25	23	29	31	20	31	26	18	51	21	23
%	> 95%	96%	88%	97.0%	93%	89%	97%	94%	100%	100%	100%	95%	93%	88%	100%
CPS Referrals Closed before due date															
Count		5	10	5	21	1	9	6	9	4	6	4	16	3	11
%	>85%**	24%	48%	26%	66%	11%	43%	26%	26%	33%	67%	40%	50%	11%	65%
CPS Staff Vacancy Rate															
Filled Positions		6	6	4	4	6	6	6	6	6	5	6	7	5	6
Vacant Positions		2	2	4	4	3	3	3	2	2	3	2	2	3	2
Total Positions		8	8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate		25%	25%	50%	50%	38%	38%	38%	25%	25%	38%	25%	22%	38%	25%

* The number of CPS referrals which had a first contact with the alleged victim made within the assigned response priority limits per the federal CFSR requirement.

** The measure demonstrates the local department's capacity to respond to, investigate or assess, and then close a CPS case by the assigned due date. Please refer to § 63.2-1505 of the Code of Virginia for more information.

*Position number omitted by error on vacancy sheet

Family Preservation Unit:

	Target		June 24	July 24	Aug 24	Sept 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25
Family Preservation Cases															
Family Support Services Cases			39	38	33	34	32	28	24	20	22	23	20	25	29
In Home Service Cases			25	18	15	19	17	17	13	12	10	10	10	14	14
Total # of cases			64	56	48	53	50	45	37	32	32	33	30	39	43
In Home Case Contacts made															
Count			73	50	50	50	43	51	45	38	44	37	36	45	49
%	>90%*		92%	86%	91%	98%	98%	85%	96%	85%	96%	93%	86%	87%	96%
Family Support Case Contacts made															
Count			99	89	87	82	88	75	63	53	42	72	47	54	68
%	>90%**		89%	85%	87%	88%	96%	80%	83%	91%	86%	89%	78%	90%	78%
Service Plan Current															
Count			18	15	15	12	8	10	13	9	7	5	8	9	7
%	>90%***		69%	80%	94%	92%	67%	83%	87%	81%	78%	83%	62%	75%	78%
Family Preservation Staff Vacancy Rate															
Filled Positions			7	6	6	6	6	6	8	8	8	6	6	6	6
Vacant Positions			1	2	2	2	2	2	0	0	0	2	2	1	1
Total Positions			8	8	8	8	8	8	8	8	8	8	8	8	8
Vacancy Rate (real time)			10%	25%	25%	25%	25%	25%	0%	0%	0%	25%	25%	10%	10%

* One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

**One qualified face-to-face client contact was made with each active case client (child or adult) in the selected month.

*** Cases must have an initial service plan completed within 30 days of the case type start date. For existing service plans, a service plan review must occur every 90 calendar days.

* CSA Coordinator moved to Director for supervision & 1 vacancy filled on 2-17-22

Adult Services Unit:

APS Complaints	Target	June 24	July-24	Aug 24	Sept. 24	Oct. 24	Nov 24	Dec 24	Jan. 25	Feb. 25	25-Mar	April 25	May 25	June 25
Henry County		32	35	30	46	30	24	29	31	28	25	42	24	40
Martinsville		9	22	14	8	20	12	15	18	14	12	18	15	22
Total		41	57	44	54	50	36	44	49	52	37	60	39	62
APS Valid Complaints														
Henry County		29	30	25	30	26	22	27	29	23	21	32	22	34
Martinsville		9	20	12	7	20	12	14	13	13	9	17	14	19
Total		38	50	37	37	46	34	41	42	36	30	49	36	53
Timeliness of Investigation Initiation	*>95%													
Count		38	50	37	37	46	34	41	42	36	30	49	36	53
(%)		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Timeliness of Disposition	**>95%													
Count		25	49	36	36	46	33	29	41	36	30	30	35	52
(%)		100%	97%	97%	97%	100%	97%	100%	98%	100%	100%	100%	97%	98%
Ongoing APS Monthly Contact	***>95%													
Count		2	1	2	2	5	3	2	3	2	3	1	0	0
(%)		75%	100%	100%	100%	100%	100%	67%	100%	100%	100%	100%	100%	100%
APS Staff Vacancy Rate														
Filled Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacant Positions		0	0	0	0	0	0	0	0	0	0	0	0	0
Total Number of Positions		6	6	6	6	6	6	6	6	6	6	6	6	6
Vacancy Rate		0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

*Timeliness of Investigation Initiation (%)-The LDSS shall determine the validity of such report and shall initiate an investigation within 24 hrs of the time of the report is recieved in the LDSS.

**Timeliness of Disposition (%)- The investigation shall be completed no later than 45 days from the date the report was recieved.

***Ongoing APS Montly Contact Compliance (%)-The number of cases with at least one visit occurring during that month

Purchased Services

	Jun-24	Jul-24	Aug. 24	Sept. 24	Oct-24	24-Nov	24-Dec	Jan. 25	Feb. 25	25-Mar	April 25	May 25	Jun-25
Adult Serv/Companion	1	1	1	1	1	1	1	1	1	1	1	1	1
VIEW Purchased	16	24	33	44	22	10	38	20	33	30	29	29	32
SNAPET Purchased	1	2	1	7	8	2	8	15	2	2	0	2	1
Adult Protective Services	0	1	0	1	0	2	0	0	0	2	1	0	1
Family Preservation	10	22	14	27	11	16	19	13	9	3	21	32	9
Total	28	50	49	80	75	31	66	49	45	38	52	64	44

June 2025

Martinsville City (690)

Total Clients Seen 39

<u>Request</u>	<u>Amount spent</u>	<u>Customers Seen</u>
Rent/Mortgage	\$0.00	4
Fuel	\$0.00	0
Food/clothing	\$0.00	7
Utilities	\$2,993.79	28
Other	\$0.00	0
RX'S	\$0.00	0

Total \$2,993.79

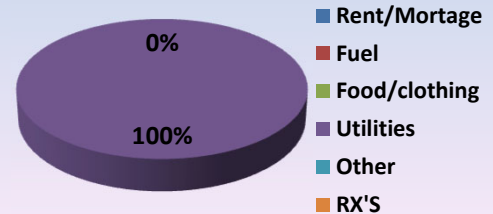
Total pledged but not spent \$693.79

Action Taken

Assisted Emergency Fund	16
Waiting balance to be paid	0
Pantry /Closet	7
Denied & others	16

Total 39

Emergency Services (Martinsville 690)



Percentages based on actual expenditures

Martinsville City Emergency Fund Starting Balance \$6,593.39

Martinsville City Emergency Fund Ending Balance \$3,599.60

June 2025

Henry County (089)

Total Clients Seen 33

<u>Request</u>	<u>Amount spent</u>	<u>Customers Seen</u>
Rent/Mortgage	\$400.00	10
Fuel	\$0.00	0
Food/Clothes	\$0.00	0
Utilities	\$1,972.21	23
Other	\$0.00	0
RX'S	\$0.00	0

Total \$2,372.21

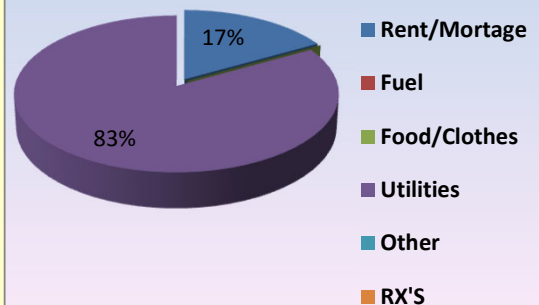
Total pledged but not spent \$200.00

Action Taken

Assisted Emergency Fund	13
Waiting to be paid	0
Pantry/Closet	0
Denied & other	20

Total 33

Emergency Services (Henry County 089)

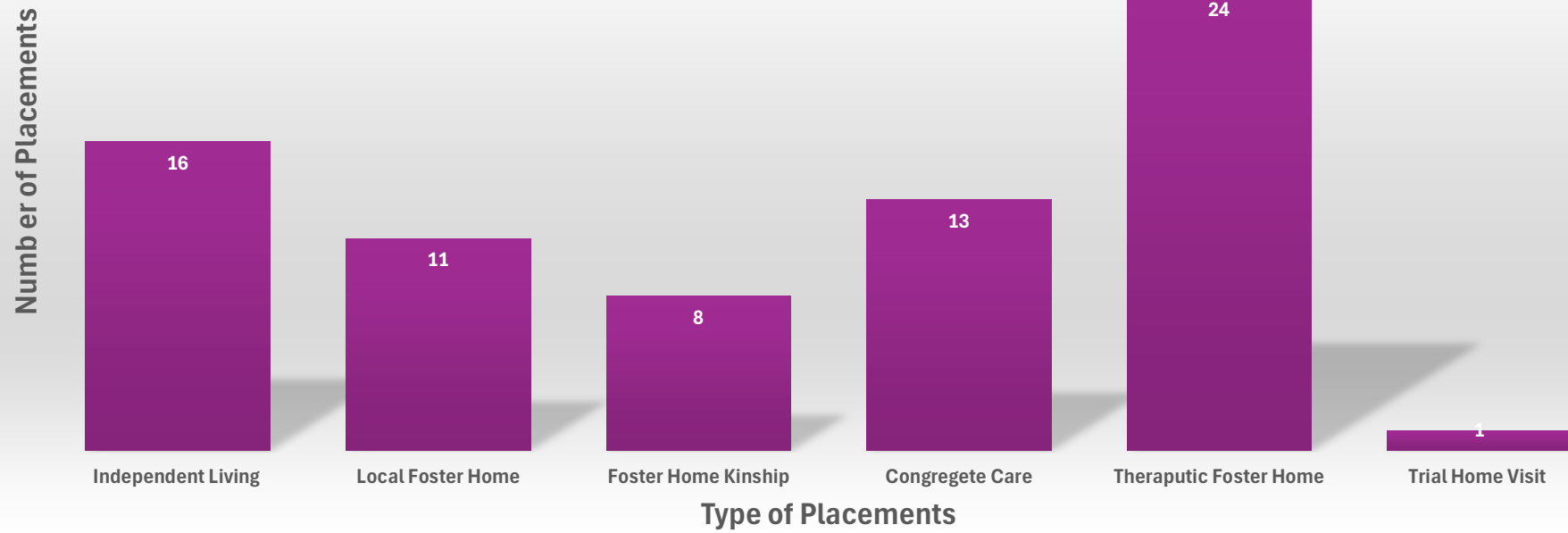


Percentages based on actual expenditures

County Emergency Fund Starting Balance \$11,938.98

County Emergency Fund Ending Balance \$9,566.77

Foster Care Placements as of 7/21/25



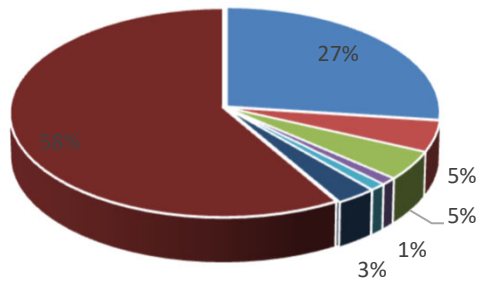
OTHER REPORTS

RECEPTION LOG REPORT

June 2025

Apply/Drop Off/Pick Up Information	1801
Apply/Drop Off/Pick Up for Energy	320
Pick Up EBT/Vault Card	301
Appointments with Benefits for Intake/Ongoing	75
Service Related Appointments	76
Make a Payment	1
Other (FAPT Team/Job Interview/Other Meeting)	193
Daily Incoming Phone Calls(not included in total visitors)	3899
Average Visitors in Lobby per day (28 days)	99

Total Visitors	2783	
DayofWeek	Count	Percent
Monday	710	25.51%
Tuesday	711	25.55%
Wednesday	524	18.83%
Thursday	376	13.51%
Friday	462	16.60%



- Apply/Drop Off/Pick Up Information
- Apply/Drop Off/Pick Up for Energy
- Pick Up EBT/Vault Card
- Appointments with Benefits for Intake/Ongoing
- Service Related Appointments
- Make a Payment
- Other (FAPT Team/Job Interview/Other Meeting)
- Daily Incoming Phone Calls(not included in total visitors)

Hour of Day	Count	Percent
7AM	50	1.80%
8AM	293	10.53%
9AM	285	10.24%
10AM	311	11.17%
11AM	300	10.78%
Noon	278	9.99%
1PM	291	10.46%
2PM	314	11.28%
3PM	326	11.71%
4PM	286	10.28%
5PM	49	1.76%

DSS Check In

Henry Martinsville Dept. of Social Services

Wait Times Report 2025/06/01 to 2025/06/30

TOTAL VISITORS 2783

Wait Time	Count	Percent
Under 5	69	61.61%
5 to 10	17	15.18%
10 to 15	14	12.50%
15 to 20	6	5.36%
20+	6	5.36%

AVERAGE WAIT TIME 6.42

GENERAL INFORMATION

BOARD COMMENTS

PUBLIC COMMENTS

**CLOSED
SESSION**

CLOSED SESSION

A. Cases

CLOSED SESSION

B. Personnel Matter

ADJOURNMENT